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MONTHLY TECHNICAL PROGRESS REPORT

for the period

August 1 – August 31, 2006

Submitted to

U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Philip Ingram, CO

Under Contract 68-R9-01-01

Submitted by



6303 Ivy Lane, Suite 130 Greenbelt, MD 20770 (301) 837-5500

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EPA Contract No. 68-R9-01-01 Superfund Records Management Support, Region 9

Monthly Report August 2006

TOAM: Elaine Chan
TOM: Patrick Gookin

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Task Order

The monthly report was submitted to the TOAM on August 1.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were all submitted to the TOAM on August 14.

The Records Center Performance Measurement Reports were submitted to the TOAM on August 4.

A RIM IV provided the current invoice for Records Center operations, including site-specific detail attachment, to the TOAM on August 11.

Future Activities

Monthly technical and financial reports will be delivered to the TOAM by the 10th of the month.

Records Center guidance materials will be created, or revised and updated as required.

Furniture and equipment will continue to be tracked for the semi-annual property inventory updates.

1.2 Close-Out of the Task Order

As required by the Transition Plan for the Closeout of Contract 68-R9-01-01, on August XX ASRC Aerospace Corp. staff met in a teleconference call with GRB Environmental Services, Inc. staff to begin negotiations for transition activities for the closeout of Contract 68-R9-01-01.

Future Activities

Closeout activities will be performed as described in the Transition Plan for the Closeout of Contract 68-R9-01-01 and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,866 documents and edited 4,111 index records in the Superfund Document Management System 2 (SDMS2) database.

The site assessment Librarian IV received 10.5 lft. of new documents, of which 1.2 lft. were federal facilities documents, and processed 10 new sites. In addition, 5 inches of Oil Facility Response Plans material were received.

Staff shifted approximately 8 lft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV performed quality assurance on 6 site files, reorganizing, purging duplicate documents, and revising the indexing on SDMS when needed. In addition, the Librarian IV shifted 3 lft. of files to make room for new documents and returned files.

On August 22 staff met with RPM Gary Riley to discuss the Purity Oil Sales administrative record document review. As a result of the meeting, staff checked out several boxes of Purity documents to Mr. Riley for review.

The site assessment Librarian IV worked 4.1 hours on the Oil Facility Response Plans collection, interfiling update pages into documents already on the shelf and processing newly received documents.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS2 database.

2.2 Document Pick-up, Processing, File Management, and Storage

24.8 lft. of documents were collected from 75 Hawthorne. A total of 11 Transfer of Records forms was processed.

12.3 lft. of documents were retrieved from off-site storage at the FRC.

402.5 lft. of contract closeout documents were received from Ecology and Environment, Inc. for retirement to the FRC.

Staff performed quality assurance on .4 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were all updated on August 16. The Contracts On-Site Box Storage Report was updated on August 4, 11, 18, and 25.

Staff checked .2 lft. of unindexed San Fernando Valley documents; .8 lft. of unindexed San Gabriel Valley documents; .4 lft. of unindexed United Heckathorn Co. documents; and .4 lft. of unindexed Waste Disposal Inc. documents for possible duplication with documents already in the site file or sent to the FRC.

Future Activities

Staff will continue to organize, verify, and retire material in the Box Storage Department.

Staff will continue to process files, and shelve and retrieve documents. They will also continue to check new documents for possible duplication with records already received and indexed in the site files.

Staff will continue to retire site file documents to the FRC.

2.3 Scanning

SDMS Team members scanned and quality assured 3,158 documents (105,987 pages) during August.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS2 system and forward them for retirement to the FRC/NARA.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, logged, and indexed 7 SCAP accomplishment documents during the month.

Future Activities

Staff will continue to collect and index SCAP accomplishment documents.

2.5 Financial Documentation/Cost Recovery Packaging

Ten Financial Cost Documentation Packages for the following sites were processed or updated through the Accounting, Program, or Enforcement Final copy:

MASTER PLATING, OU 00 (SSID 09JZ)

MCCLEUR TAILINGS, OU 00 (SSID 09KM)

MEW STUDY AREA, OU 01 (SSID M6)

MOTOROLA, INC (52ND STREET PLANT), OU 01, OU 02 (SSID 09BE)

MOTOROLA, INC (52ND STREET PLANT), OU 02 (SSID 09BE)

MOTOROLA, INC (52ND STREET PLANT), OU 02, OU 04 (SSID 09BE)

OPERATING INDUSTRIES, INC LANDFILL, OU 00 (SSID 0958)

OPERATING INDUSTRIES, INC LANDFILL, CD 3 OVERSIGHT, OU 03 (SSID 092T)

SAN FERNANDO VALLEY (AREA 2), GLENDALE UNIT, OU 03 (SSID 09N2)

SAN GABRIEL VALLEY (AREAS 1-4), SO EL MONTE OU, OU 05 (SSID 094X)

Cost Recovery Department staff scanned 40 documents into the SCORPIOS system. Total scanning hours: 6.8.

The Cost Package Documentation Index was updated on August 4, 11, 18, and 25.

The monthly SCORPIOS scanning reports were submitted to the EPA Policy and Management Division Section Chief on August 2.

Future Activities

Cost Packages and Cost Summaries will be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, staff shredded/recycled 8.6 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Task 3: Reference, Circulation, Search, Retrieval of Documents Onsite or at FRC/NARA, and CD-ROM Production

Staff processed 108 requests for documents, performed 570 database searches in SDMS2, and provided 3,904 documents for EPA staff and other requesters.

Forty-five indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and the Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on August 2.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and generate site file indices from the SDMS2 database.

3.1 Freedom of Information Act (FOIA)

Staff provided 9.8 billable hours of FOIA support by providing documents in paper, diskette, CD-ROM, or electronic formats for 7 requests.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and photocopying or providing information electronically as required.

3.2 Photocopy and Redaction Service

Staff copied on-site a total of 6,258 non-FOIA-related pages for EPA and other requesters and sent approximately 5,226 pages off-site to a copy service. In addition, staff printed 179 pages from SDMS2.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.3 CD-ROM Service

Staff fulfilled 33 requests for documents on CD-ROMs. A total of 246,477 pages was copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.4 Submittal of RODs, ESDs, and ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will collect and scan RODs, ESDs, and ROD Amendments for quarterly submittal to EPA Headquarters on compact disk.

Task 4: Administrative Records (ARs) and Special Collections Management

The following ARs or special collections were compiled, copied, and sent to repositories in August:

Halaco Engineering Co. Removal AR, sent August 1, 2006 Romic East Palo Alto Removal AR, sent August 3, 2006 San Gabriel Valley Area 1, El Monte Operable Unit AR, Update 5, sent August 24, 2006

A Deletion Docket for the Nineteenth Avenue Landfill was compiled, copied, and sent to repositories on August 10.

The Arizona Department of Environmental Quality Records Management Center was called for information and the Repositories database was updated on August 28.

On August 1 and 22, staff met with EPA staff to conduct kick-off meetings for the Purity Oil Sales and the San Fernando Valley Administrative Records. Indexing requirements and scheduling issues were resolved so that work on these projects could begin.

Four work-performed compilations for the following sites were created or updated during the month:

RIO TINTO COPPER MINE, OU 01 (SSID 09BY)

MOTOROLA, INC (52ND STREET PLANT), OU 02, OU 01 (SSID 09BE)

MOTOROLA, INC (52ND STREET PLANT), OU 02 (SSID 09BE)

MOTOROLA, INC (52ND STREET PLANT), OU 02, OU 04 (SSID 09BE)

Future Activities

Administrative Records and other special collections will continue to be compiled and mailed to designated repositories as directed by the TOAM.

Work-performed compilations will continue to be compiled as directed by the TOAM.

4.1 Microfilm and Electronic Media Management

No activity occurred in this reporting period.

Future Activities

ARs and special collections will be sent to be microfilmed at the direction of the TOAM.

Microfilm will be sent for methylene blue testing and technical inspection as filmed ARs or special collections are completed and received.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The TOM held an all-hands staff meeting on August 23.

The TOM held a Managers/Supervisors meeting on August 18.

The TOM held an SDMS Department meeting on August 8.

The TOM held a Cost Recovery Department meeting on August 8.

The RIM IV/Assistant Manager held meetings with special projects staff on August 2 and 3.

The RIM IV/Circulation Department Supervisor held departmental meetings on August 12 and 25.

The RIM IV/Computer Support Department Supervisor held a departmental meeting on August 8.

The TOM requested and received approval for purchase of: 5 1/4-inch expansion pocket folders from Ames Color-File on August 14; printer toner from Uptime Resources on August 14; a fireproof media safe from Amazon.com; and archival photographic negative sleeves from Light Impressions on August 4.

Future Activities

The TOM and department heads will continue to conduct staff meetings.

The TOM will continue to prioritize work and assign tasks as directed by the TOAM, and will ensure that equipment and supplies are well stocked and in working order.

Task 6: Training and Orientation

At the request of the TOAM, Librarian IVs gave SDMS2 training to 5 EPA staff in August. Each staff member was given a copy of the SDMS User's Manual for EPA Staff.

At the request of the TOAM, staff gave EPA Student Intern Matthew Dehart and RPM Christina Katin tours of the Records Center, introduced them to services offered by the Circulation Department, and trained them on the use of various Express Link online request forms. Each was given copies of the indexing route slip, telephone numbers bookmark, and the orientation and Express Link highlights handouts.

Future Activities

Training, orientation, and tours for EPA staff, other support contractors, and other interested individuals will be conducted as directed by the TOAM.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Computer Operations Section of the Management and Technical Services Division for off-site storage at EPA's Richmond Labs on August 10.

Staff assisted 5 EPA staff persons with technical problems relating to SDMS2 during August.

At the request of the TOAM staff installed SDMS2 for 5 EPA staff during August.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the EPA Computer Operations section of the Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The TOM and RIM IV/Assistant Manager attended a national Superfund Records Managers/SDMS2 Workgroup teleconference meeting on August 16.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS2 Workgroup teleconference meeting in September.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

The TOAM utilized Express Link Work Request forms to submit direction for 52 new projects. In addition, the TOAM submitted 27 requests for information or support in person, via telephone or E-mail.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
2,936	456.5	838.7

Inventories

Records Surveyed	Year to Date
44.8 LFT	342 LFT

Records Dispositioned

To FRC To NARA		Destroyed	Year to Date
0	0	0	562.5 LFT

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
79	1	0	0	19	0	0	3	102

APPENDIX: COMPREHENSIVE LIST OF SITES WORKED ON FROM JULY 31 THROUGH AUGUST 27, WITH SITE SPILL IDENTIFICATION NUMBER (SSID) AND OPERABLE UNIT (OU)

SSID OU SITE NAME

- JC 00 A-AMERICAN ENVIRONMENTAL L L C
- MQ 00 ADVANCED FUELS FILTRATION SYSTEMS, INC
- NV 00 ADVANCED PACKAGING & PRODUCTS SITE
- 16 01 AEROJET GENERAL CORP RANCHO CORDOVA
- -- 00 AMERICAN SAMOA HIGH SCHOOL LABS DEUX
- GU 00 ANACONDA COPPER CO YERINGTON MINE
- C6 01 APACHE POWDER
- 34 01 ATLAS ASBESTOS MINES
- -- 00 AUTOMATION INDUSTRIES INC
- 8L 00 BARBERS POINT NAVAL AIR STA
- 70 01 BECKMAN INSTRUMENTS (PORTERVILLE)
- MM 00 BLUE LEDGE MINE
- R6 00 CARSON RIVER MERCURY SITE
- 3H 01 CASMALIA RESOURCES
- 28 01 CELTOR CHEMICAL WORKS
- AO 01 CENTRAL EUREKA MINES
- H3 01 CONCORD NAVAL WEAPONS STA
- 1N 01 COOPER DRUM
- JT 00 CYPRUS TOHONO MINE
- JT 01 CYPRUS TOHONO MINE
- 36 01 DEL AMO FACILITY
- 36 02 DEL AMO FACILITY
- AG 01 DEL MONTE CORP (OAHU PLANTATION)
- P8 01 EDWARDS AIR FORCE BASE
- -- 00 EWA/OAHU SUGAR WAIPIO PENINSULA
- 72 01 FIRESTONE TIRE (SALINAS PLANT)
- 4R 01 FRONTIER FERTILIZER
- -- 00 GENERAL ELECTRIC CO TUCSON
- -- 00 GEORGIA PACIFIC CORP FORT BRAGG
- NZ 00 GRAYBILL METAL POLISHING, INC
- X6 00 HALACO ENGINEERING CO
- 85 01 HEWLETT PACKARD
- -- 00 HI STATE DOH ANAHOLA PROJECT FAITH
- -- 00 HUGHES AIRCRAFT CO MSD DIV
- -- 01 IBM CORP (SAN JOSE PLT)
- 20 01 INDIAN BEND WASH NORTH
- G6 01 INDIAN BEND WASH SOUTH
- NB 00 INDUSTRIAL ZINC PLATERS INC
- MX 00 IRON KING MINE & TAILINGS
- MX IRON KING MINE & TAILINGS
- 17 01 IRON MOUNTAIN MINE
- F6 00 JASCO CHEMICAL CO
- F6 01 JASCO CHEMICAL CO
- 74 01 JH BAXTER & CO, WEED, CA
- 39 01 JIBBOOM JUNKYARD
- FM 01 KLAU MINE
- KW 01 KNOX STREET MERCURY
- 43 01 KOPPERS CO INC (OROVILLE PLANT)
- -- 00 LAS VEGAS, COMMUNITYWIDE
- LF 00 LAULI'I WAREHOUSE

SSID OU SITE NAME

- -- 00 LIBBY SISTER SITES (ASBESTOS PROJECT)
- 7H 01 LOCKHEED PROPULSION CO
- 89 01 LORENTZ BARREL & DRUM CO
- -- 00 LUST INDIAN COUNTRY PROJECT
- 8P 01 MARE ISLAND NAVAL SHIPYARD
- -- 00 MARTIN ADAMS DUMP
- JZ 00 MASTER PLATING
- 65 01 MATHER AFB (AC&W DISPOSAL SITE)
- 41 01 MCCLELLAN AIR FORCE BASE
- KM 00 MCCLEUR TAILINGS
- 1E 01 MCCORMICK & BAXTER CREOSOTING CO
- -- 00 MCDONNELL DOUGLAS AIRCRAFT SANTA MONICA
- -- 00 MCDONNELL DOUGLAS CORP HUNTINGTON BEACH
- -- 00 METRO DIESEL INJECTION
- M6 01 MEW STUDY AREA
- 26 01 MONTROSE CHEMICAL CORP
- CA 01 MONTROSE PV SHELF
- BE 01 MOTOROLA INC (52ND STREET PLANT)
- BE 02 MOTOROLA INC (52ND STREET PLANT)
- BE 03 MOTOROLA INC (52ND STREET PLANT)
- BE 04 MOTOROLA INC (52ND STREET PLANT)
- BE 05 MOTOROLA INC (52ND STREET PLANT)
- BE 06 MOTOROLA INC (52ND STREET PLANT)
- BE 07 MOTOROLA INC (52ND STREET PLANT)
- BE 10 MOTOROLA INC (52ND STREET PLANT)
- BE 13 MOTOROLA INC (52ND STREET PLANT)
- BE 14 MOTOROLA INC (52ND STREET PLANT)
- BE 15 MOTOROLA INC (52ND STREET PLANT)
- BE 17 MOTOROLA INC (52ND STREET PLANT)
- BE 19 MOTOROLA INC (52ND STREET PLANT) BE 30 MOTOROLA INC (52ND STREET PLANT)
- BE 32 MOTOROLA INC (52ND STREET PLANT)
- -- 00 NAVAJO NATION URANIUM MINES (2)
- 8J 00 NAVAL AIR STATION AGANA
- J5 01 NEWMARK GROUNDWATER CONTAMINATION
- 05 01 NINETEENTH AVENUE LANDFILL
- MZ 00 NORTHEAST CHURCHROCK MINE SITE
- BC 00 OMEGA CHEMICAL CORP
- BC 01 OMEGA CHEMICAL CORP
- BC 03 OMEGA CHEMICAL CORP
- 58 00 OPERATING INDUSTRIES INC LNDFLL
- 58 01 OPERATING INDUSTRIES INC LNDFLL
- 58 03 OPERATING INDUSTRIES INC LNDFLL
- NY 00 PACIFIC AEROSPACE SERVICES, INC
- J6 01 PACIFIC COAST PIPE LINES
- 9K 01 PEMACO MAYWOOD
- -- 00 PERCHLORATE COLLECTION
- MH 00 PERRIS DRUM SITE
- 19 01 PHOENIX GOODYEAR AIRPORT AREA
- R8 01 PHOENIX GOODYEAR AIRPORT UNIDYNAMICS
- R8 03 PHOENIX GOODYEAR AIRPORT UNIDYNAMICS
- 21 00 PURITY OIL SALES INC
- 21 01 PURITY OIL SALES INC

SSID OU SITE NAME

- X3 01 RALPH GRAY TRUCKING CO
- 98 01 RHONE POULENC INC ZOECON CORP
- JW 00 RIALTO COLTON PLUME
- BY 01 RIO TINTO COPPER MINE
- PE 00 ROMIC EAST PALO ALTO (REMOVAL)
- -- 00 RURAL CA HOUSING CORP MERCY HOUSING
- -- 00 SACRAMENTO EL MONTE TRIANGLE AREA
- -- 00 SALT RIVER PIMA-MARICOPA INDIAN COMMUNIT
- 59 01 SAN FERNANDO VALLEY AREA WIDE
- L6 03 SAN FERNANDO VALLEY BURBANK OU
- N2 01 SAN FERNANDO VALLEY GLENDALE (GEN) OU
- N2 03 SAN FERNANDO VALLEY GLENDALE (GEN) OU
- N1 00 SAN FERNANDO VALLEY NORTH HOLLYWOOD OU
- N1 02 SAN FERNANDO VALLEY NORTH HOLLYWOOD OU
- T5 01 SAN FERNANDO VALLEY POLLOCK OU
- M5 01 SAN GABRIEL VALLEY BALDWIN PARK OU
- 7B 08 SAN GABRIEL VALLEY EL MONTE OU
- 7B 09 SAN GABRIEL VALLEY EL MONTE OU
- 8V 00 SAN GABRIEL VALLEY PUENTE VALLEY OU
- 8V 01 SAN GABRIEL VALLEY PUENTE VALLEY OU
- 4X 01 SAN GABRIEL VALLEY SOUTH EL MONTE OU
- 4X 03 SAN GABRIEL VALLEY SOUTH EL MONTE OU
- 4X 05 SAN GABRIEL VALLEY SOUTH EL MONTE OU
- M3 04 SAN GABRIEL VALLEY SUBURBAN WATER SYSTEMS BARTOLO... OU
- M4 02 SAN GABRIEL VALLEY WHITTIER NARROWS OU
- KL 00 SAN JOAQUIN DRUM CO
- 44 00 SELMA TREATING CO
- 94 01 SIGNETICS CORP
- J8 01 SOLA OPTICAL USA INC
- 42 01 SOUTH BAY ASBESTOS AREA
- 42 02 SOUTH BAY ASBESTOS AREA
- 60 01 SOUTHERN PACIFIC TRANSPORTATION
- -- 00 SPECIFICATION CHROMIUM CORP
- HQ 00 STEELER INC DRYWALL CONSTRUCTION SUPPLY
- 01 04 STRINGFELLOW AIR FORCE
- 01 05 STRINGFELLOW AIR FORCE
- K2 01 SULPHUR BANK MERCURY MINE
- S4 00 SUNLAND CHEMICAL SITE
- M1 01 TARP (TUCSON INTERNATIONAL AIRPORT AREA)
- 81 01 TH AGRICULTURE & NUTRITION CO
- KJ 00 TITECH INTERNATIONAL
- P3 01 TREASURE ISLAND NAVAL STATION HNT PT ANNEX
- R3 01 UNITED HECKATHORN, RICHMOND
- 5X 00 VALETERIA DRY CLEANERS
- 1Z 00 VAN DER HORST CORPORATION OF AMERICA
- 96 01 VAN WATERS & ROGERS INC
- 9X 01 VERDESE CARTER PARK
- C1 00 WASTE DISPOSAL INC
- C1 01 WASTE DISPOSAL INC
- 97 00 WESTINGHOUSE ELECTRIC (SUNNYVALE PLANT)
- -- 00 YUMA WEST WETLANDS
- NA 00 ZEIBRIGHT MINE